

CHARLESTON FIRE DEPARTMENT

Fire Marshal Division

Information Bulletin

Fire Plan Review & Permitting



The Charleston Fire Department – Fire Marshal Division conducts plan reviews of fire protection systems and jointly reviews life safety and construction plans with the Building Inspection Division. The payment and issuance of all permits will occur in the Building Inspection Division. The information contained within this document is intended to assist the designer, owner or contractor to understand the plan submittal process and to ensure necessary documents are submitted.

Each plan submittal is important to us and we realize the need to provide timely feedback to you regarding your project. Please be sure to plan appropriately and ensure adequate time for the review and comment period. We do not provide an expedited plan service and all plans will be reviewed in the order received.

Applications

All permit application documents will be posted on the Fire Department website for review and download. Submittals must include the most current version of the posted application. Please visit www.charleston-sc.gov/fm for all applications.

Plan Submittal

All plan submittals must include the needed applications, supplemental information, required drawings and information in order to ensure a smooth and timely review process. Submittals that are incomplete will be placed on “hold” until all needed materials have been received. Plans may be dropped off or mailed.

- Drop off: Plans may be delivered to the Information Desk located in the lobby area of at 75 Calhoun Street – 3rd floor. If the desk is not staffed, plans must be placed in the bin outside of the information center marked “Residential and Fire Plan Drop Off.”
- Mailing: Plans may be mailed to the Charleston Fire Department - Fire Marshal Division, Information Desk, 75 Calhoun Street – 3rd Floor, Charleston, SC 29401.

Plan Review Timeframe

Upon receipt of a completed plan submittal package, the plans will be assigned to a reviewer based on the location within the City. Our goal is to review plans and provide comments or approvals within 20 business days of receiving all necessary documentation. Resubmitted plans or responses to an original review will typically be reviewed within 10 business days. Review times will be extended based on volume and workload of the Division.

Please contact Deputy Fire Marshal Rick Fluegge at 843-724-5893 or via email at fluegger@charleston-sc.gov with any questions or for additional information.